



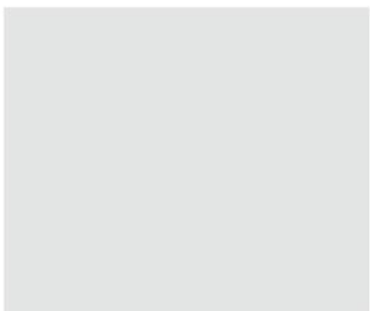
UNIVERSITY  
*of York*

Welcome to York

**PHILOSOPHY**

**UG DEPARTMENT HANDBOOK**

**2020/21**



# Contents

Introduction .....	5
Introduction to the department .....	5
The purpose of this handbook .....	5
Where else can I find information?.....	6
If things go wrong.....	6
Disclaimer.....	6
Your department.....	7
Welcome to your department .....	7
Departmental office .....	7
Staff contacts.....	7
Communicating with the department .....	8
Seminar rooms and offices.....	8
Departmental facilities.....	9
Health, safety and security.....	9
Your supervisor .....	9
Departmental committees .....	10
Course reps.....	11
Student evaluation of modules.....	12
Equality and diversity .....	12
YUSU Advice and Support (ASC).....	12
Your Programme of Study.....	14
Studying Philosophy at York.....	14
Programme aims and learning outcomes .....	15
Programme structure .....	17
Stages.....	18
Modules .....	18
Dissertation/Project .....	20
Reading lists.....	20
Credit-weighting.....	20

Languages for All (LFA) .....	21
Centre for Global Programmes .....	21
Problems with your programme .....	22
Making a complaint.....	22
Change your plan – absence, transferring or withdrawal.....	22
Transferring to another programme of study .....	22
Leave of absence .....	22
Withdrawal .....	23
Placement Year .....	24
Benefits of a placement year: .....	24
Key steps .....	24
Eligibility for the programme: .....	24
Teaching and Learning .....	25
Studying at university.....	26
Teaching methods.....	26
Code of conduct – teaching sessions .....	27
Attendance.....	27
Absence .....	27
What if I am ill and cannot attend scheduled teaching sessions?.....	28
Feedback on Learning and Assessment .....	28
What do I need to do to get a good degree?.....	29
What happens if I fail a module? .....	29
Compensation.....	29
Reassessment .....	29
Academic integrity .....	30
Online Academic Integrity Tutorial .....	30
Referencing .....	30
Academic misconduct .....	31
Turnitin .....	31
Study skills and support .....	32
Departmental study support.....	32

Managing your workload through independent study.....	32
Online resources – IT facilities, VLE and others .....	33
Library.....	34
Study Skills.....	34
Languages for All (LFA).....	35
Accessibility and disability support .....	35
Prizes, bursaries and scholarships (if available).....	36
Activities and societies .....	36
Assessment, progression and award .....	37
Guide to assessment .....	37
Assessment methods .....	37
Formal examination requirements .....	37
Assessment format and submission of work .....	38
Penalties .....	39
Failure to submit .....	40
How is my work marked? .....	41
Resits, repeats and readmission .....	41
Programme extensions and termination .....	41
Exceptional Circumstances Affecting Assessment.....	42
Making an appeal.....	42
External examiners.....	43
Your final degree classification .....	43
Personal development and employability .....	45
Careers .....	45

# Introduction

## Introduction to the department

Philosophy is about thinking: thinking very hard about difficult questions, some very abstract, some very current, identifying problems and finding solutions. All our lecturers are passionate about this and will seek to share their enthusiasm with you. We teach a wide range of modules covering all aspects of the discipline, so you will learn about parts of philosophy you are already interested in, and hopefully also become interested in parts you don't know about already.

Our lecturers are also researchers - advancing philosophical understanding through their publications - and many are national or international experts in their fields. They bring this research expertise into their teaching, drawing on their own understanding of the issues to structure the curriculum; and sometimes their teaching into their research, drawing on your novel ideas and insights to inform their thinking.

This year is going to feel a little different, with some teaching online and social distancing placing restrictions on many of the more informal opportunities to engage in philosophical conversations. But the people are the same, their enthusiasm is undiminished, and we are working hard to ensure that you will still be able to benefit from that; please take advantage of the opportunities on offer and keep in touch with your lecturers and supervisor.



**Tom Stoneham, Head of Department**

## The purpose of this handbook

It is a reference guide to help you and should be used along with the University Handbook.

This handbook provides a comprehensive introduction to your department and information on all aspects of your degree programme.

It outlines what you should expect of your department and what they expect from you, and clarifies the policies and procedures relevant to your area of study.

## Where else can I find information?

The University Handbook provides information on central services and support for students, including accommodation, finance, living in York and further advice on careers and study skills. [You will find a copy of this handbook on the New Student Welcome pages.](#)

[General information can also be found on the Student homepage.](#)

More information for current students can be found on the [department webpages](#). You can also find information specific to your stage (or year) on the VLE sites, 'Beginning Philosophy', 'Philosophy Year 2', and Philosophy Years 3 & 4'.

## If things go wrong

We hope your time at University will be amongst the best experiences of your life. However, it is important that you know where to turn to, should you experience any difficulties.

[We have a set of web pages dedicated to providing support for you if things go wrong.](#)

## Disclaimer

We have tried to ensure that the information contained in this document is accurate as of July 2020. Please check our website for any changes to this information.

# Your department

## Welcome to your department

You are now a member of an academic department. The department is made up of staff who teach, supervise and undertake research, support staff (or administrative staff) and other students like you.

- **Academic teaching staff** - they are there as leaders in their field willing to share their expertise and experience to help you learn, grow and push the boundaries of your capabilities and knowledge.
- Your **supervisor** is there to help guide your studies and to monitor your progress over your degree programme.
- **Support staff (or administrative staff)** - they are the mechanics behind making the department run smoothly. They will communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.

You are now also part of a **student community** belonging to your department. **Course reps** are there to help represent your views to the department and to the University – so there is always a way to get your views heard.

## Departmental office

The Philosophy Department office is in Sally Baldwin Block A, Room A/021.

Term-time opening hours are usually Monday to Friday 10:00-12:30 and 13:30-16:00.

You can contact the departmental office on 01904 323251, or by emailing [philosophy@york.ac.uk](mailto:philosophy@york.ac.uk).

## Staff contacts

You can find [staff contact information on our website](#). All academic staff (when they are not on research leave) hold weekly feedback and advice sessions during term time, which you are encouraged to attend. Feedback and advice sessions are also known as 'office hours'.

In Autumn term 2020 these will mainly be held online. Details of each staff member's office hours can be found on our website.

You can use office hours for a variety of reasons. You may, for example, see your supervisor during their office hours to discuss your progress, or see a lecturer for one of the modules

that you are taking to discuss aspects of the course material. But you are also very welcome to use office hours to discuss philosophy with other members of staff, even if you are not taking a module with them.

'Research leave' is a period of time—usually one term—during which a member of academic staff is freed from other duties in order to focus on their research. If your supervisor is on research leave, you will be allocated another supervisor, temporarily.

## Communicating with the department

Your first point of contact with the department is the support staff (or administrative staff) in the departmental office (A/021 or by email at [philosophy@york.ac.uk](mailto:philosophy@york.ac.uk)) or your supervisor (by email or during their office hours).

If you are studying on a Combined degree and do not have a supervisor in Philosophy, you can contact our Associate Programme Leader, Jamie Buckland, if you have questions relating to the philosophy component of your degree. Jamie can be contacted at [jamie.buckland@york.ac.uk](mailto:jamie.buckland@york.ac.uk).

If you have a query and are not sure who to contact, the support staff (or administrative staff) in the departmental office or your supervisor should be able to advise you. The department's main official method of contact with students is via email, so please check your University email address regularly (at least daily) for announcements. You should also be enrolled in the appropriate VLE page for your year group, and year-specific announcements (including communications from your course reps) may be posted there.

Module information is also communicated via the relevant module pages on the VLE. When contacting members of academic or support/administrative staff with enquiries over email, please use your University of York email address, and remember to sign off your email with your full name so that we know who you are. We are a friendly department and academic staff are generally happy for you to address them by their first names. However, you should be polite and professional in your email correspondence with staff.

## Seminar rooms and offices

Staff offices are in Sally Baldwin A, and we also have a seminar room there (A/009). During Autumn term 2020 we will not typically be using this room for departmental meetings, events, or teaching. This is because the room has very reduced capacity whilst we are required to maintain 1m+ distance from one another.



Graduate Teaching Assistants have office space in Grimston House. They are not currently able to meet students there due to Covid-19 restrictions.

You can find teaching rooms by using the [online interactive map](#).

## Departmental facilities

The foyer space in Sally Baldwin A has a printer, sofas, Wi-Fi access, and laptop bar for student use. Due to Covid-19 restrictions, the coffee machine and water cooler are not currently available.

While restrictions associated with Covid-19 are in place, students using the foyer space should wear a face covering, keep at least 1m apart from others, and sanitise their hands before and after using equipment. Hand sanitiser and wipes are available in the foyer. The foyer space is also functioning at reduced capacity to enable users to maintain physical distance.

## Health, safety and security

[Visit the Health and Safety Services Department webpages for information about the University's Health, Safety and Security policy.](#)

## Your supervisor

Your department will allocate you an academic supervisor who is there to offer you support and advice throughout your degree programme.

You are expected to meet with your supervisor at the start of every term, to discuss your academic progress and check that all is well with you and your studies. They will encourage you to develop your academic and personal skills and can also act as a referee for any applications you might make in the future. You are also encouraged to meet with your supervisor during their weekly feedback and advice times (office hours) as frequently as you need to.

They can advise what to do if things go wrong and refer you to the right people in the University for help with more personal matters.

If you are an overseas student on a Tier 4 visa, you will need to attend at least **two** individual meetings per term with your supervisor.

Combined course students are allocated a supervisor in one of their departments. If you are a combined course student with a supervisor in your other department, you may find that you need to speak to someone in the Philosophy department about aspects of the Philosophy part of your degree. You can contact our Associate Programme Leader Jamie Buckland by email: [jamie.buckland@york.ac.uk](mailto:jamie.buckland@york.ac.uk)

Students wishing to change their supervisor for any reason may ask to do so by contacting the Departmental Manager, [julie.kay@york.ac.uk](mailto:julie.kay@york.ac.uk) .

## Departmental committees

The work of the department is overseen by several committees, including the Board of Studies; the Departmental Teaching Committee; the Board of Examiners; and the Student-Staff Forum.

You can find details of current chairs of these committees, as well as other key academic administrative roles [on our website](#).

**The Board of Studies** has primary responsibility for the teaching carried out in the department. Its principal concerns are:

- General arrangements for teaching and examining;
- The content of modules;
- Supervision of the academic progress of students.

It also deals with further issues referred to it by the University. It has a member of academic staff as chair, and voting members of the Board include all staff who teach in the department, together with five undergraduate student representatives (one from each year, plus one combined course representative and the Department Rep), and two postgraduate student representatives for students taking Masters (PGT) or Research (PGR) degrees. The Board typically meets twice each term. [Minutes of these meetings are available online](#).

**The Departmental Teaching Committee** is a subcommittee of the Board of Studies, and deals with specific matters relating to the structure and content of taught programmes in the department, as well as our teaching practices. One of its jobs is to review comments from students (e.g. via module questionnaires) and external reviewers (such as external examiners). It typically meets twice per term and puts together proposals for changes to our teaching programmes/practices, which are brought to Board of Studies for discussion and vote. It has a member of academic staff as chair, and its members include the Deputy Head

of Department, the Chair of the Board of Examiners, the Director of First Year Programme and GTA Coordinator, a member of department's support/administrative staff, one undergraduate and one postgraduate student rep, and two further members of academic staff.

**The Board of Examiners** for undergraduate degree programmes in Philosophy deals with matters relating to the examining of student work and the awarding of degrees. Its membership includes all teaching members of the Board of Studies, any further members of academic and academic-related staff who have been involved in assessment of examined work under consideration, and our External Examiners who are members of staff from Philosophy departments at other UK universities. It has a member of academic staff as chair.

All students studying Philosophy as part of their degree are members of the **Student-Staff Forum**, which meets once a term to bring students together with staff to discuss issues relating to the student experience of our teaching programmes. Any student can attend these meetings. Aside from its student members, the Student-Staff Forum includes a member of support/administrative staff, the Chair of the Board of Studies, and the Chair of Departmental Teaching Committee as members. Members of the SSF may invite further members of academic staff in the Department to attend meetings as they deem appropriate.

**The Exceptional Circumstances Committee** considers and makes decisions on Exceptional Circumstances claims. There is more information on making an Exceptional Circumstances claim later in this handbook.

## Course reps

Course Reps are elected by students in their departmental year group to represent the views and interests of students on department committees and within the Students' Union. You can go to them with any concerns or suggestions about how the department or aspects of your programme are run.

Course (programme) representation is a partnership between YUSU and University departments. Together, we aim to ensure that students contribute directly to the processes of reviewing, maintaining and enhancing the quality of the academic experience here.

Our year-group reps, combined student rep and the department rep sit on Board of Studies with typically meets twice per term. Our DTC rep sits on the Department Teaching Committee, which typically meets twice per term. All reps attend the termly meetings of the Student-Staff Forum. Reps actively participate in the meetings of the committees on which

they sit, including voting on issues of policy.

If you'd like to represent the views of your fellow students and have a say in how your programme is run, why not apply to be a course rep? You can stand for election at the beginning of Autumn Term.

[For more information visit YUSU.](#)

[For a more detailed description of the role, Guidelines for Student Representatives on University Committees webpage.](#)

## Student evaluation of modules

At the end of every module, students are asked to complete a module questionnaire which invites them to rate and provide comments on the lectures, seminars and content of the module. Survey results are considered by Department Teaching Committee. Module conveners communicate to students any actions to be taken in response to surveys.

## Equality and diversity

The University of York values the diversity of its students and staff and is committed to the creation of a fair, welcoming and inclusive environment, where everyone is treated with dignity and respect. What we gain from our diverse communities is immeasurable. We want all our students to feel they are an integral part of the York community, and together we will create an inclusive culture where everyone can contribute to university life, knowledge and growth.

[For more information about equality, diversity and inclusion at the University please visit: www.york.ac.uk/about/equality/](http://www.york.ac.uk/about/equality/)

## YUSU Advice and Support (ASC)

There is lots of support available if you find you are struggling at any point during your time at the University. Developed by students, YUSU has two short guides that can help you find someone to talk to or to develop some strategies to manage your concerns yourself.

- [Self-help guides and worksheets](#)
- [Support services available for students](#)

ASC provides independent advice and guidance on any academic, welfare-related or personal issues. They are contactable over the phone, email or you can arrange a face-to-

face appointment.

**Opening hours:** 10:00- 16:00, Monday to Friday excluding national holidays.

**Email:** [asc@yusu.org](mailto:asc@yusu.org)

**Telephone:** 01904 32 3724

**Website:** [www.yusu.org/asc](http://www.yusu.org/asc)

## **Academic Reps**

It is so important that the student voice is listened to at every level so that everyone can have the best experience while at the University and Academic Reps are one of the ways this happens. All Academic Reps play a major role in developing a better university for students and work together to ensure that all students are equally represented.

Being an Academic Rep is an amazing opportunity to make a positive difference and develop some invaluable skills and experience! At YUSU there are three types of Academic Reps:

- [Course Reps](#) act as the voice of their cohort and work with staff to make improvements to their course. By gathering student opinion, Course Reps become specialists in course-based issues, helping to identify and tackle problems that arise.
- [Department Reps](#) take on a leadership role and support Course Reps to make positive change to the department as a whole. Department Reps are also invaluable contact at YUSU and take part in University-wide projects that improve the student experience.
- [Faculty Reps](#) are undergraduate students that work behind the scenes ensuring that the student voice is heard at all levels. By sitting on high-level committees they influence University-wide decisions as well as pushing forward their own manifesto projects.

**Website:** [www.yusu.org/academic-reps](http://www.yusu.org/academic-reps)

**Email:** [engagement@yusu.org](mailto:engagement@yusu.org)

# Your Programme of Study

## Studying Philosophy at York

Philosophy is a demanding and exciting intellectual activity. Philosophers ask fundamental questions aimed at gaining a clearer understanding of our own nature, and of the world we live in. In studying Philosophy, you will engage constructively with the ideas of others, while carefully developing your own ideas and learning to defend them in the light of objections. You will grow and develop intellectually, while also developing valuable and transferable skills in analysis, imagination, problem solving and communication.

In studying Philosophy at the University of York you will be taught by a team of academic staff who are world leaders in their fields. Our seminar groups are smaller than in many other comparable university departments, and from day one you will find yourself in the active and lively world of Philosophy as it is actually practised, with experienced members of staff as your mentors and guides. The department has a wide range of strengths, and we teach a very wide range of areas of Philosophy. Our degree courses (including Single Honours and Combined Degrees) are designed to give you increasing freedom to choose your modules as you move through your programme.

As well as its Single Honours Philosophy degree, the Department offers several combined degree programmes (including those offered via the Schools of PEP, SPS, and Natural Sciences).

This handbook covers the Philosophy content of the following undergraduate and integrated master's degree programmes (3 years BA unless stated otherwise):

### **Single Honours:**

Philosophy

### **Combined Honours in the School of PPE:**

Economics and Philosophy

Philosophy and Politics

Philosophy, Politics and Economics

### **Combined Honours with other Departments:**

English and Philosophy

French and Philosophy (4 years with a year abroad)

German and Philosophy (4 years with a year abroad)

History and Philosophy

Mathematics and Philosophy BSc

Philosophy and Linguistics  
Philosophy and Sociology  
Physics with Philosophy BSc (3 years, or 4 years with a year in Europe)  
Physics with Philosophy MPhys (4 years)  
Social and Political Sciences with Philosophy (School of Political Sciences)

Details on our combined degrees with the School of Natural Sciences (Mathematics, Physics and Philosophy, and Neuroscience) are available in the School of Natural Sciences undergraduate handbook.

You can find detailed information about the structure and modules for each degree programme in the [online Programme Specifications](#) listed under each department or school. Note that only Philosophy, Philosophy and Linguistics, and Philosophy and Sociology are listed under 'Philosophy'. For all other programmes, you will find your course's Specifications via the link to the other department.

## Programme aims and learning outcomes

Philosophers investigate fundamental questions about reality, experience, thought, and value. Studying philosophy involves getting to grips with deep and difficult problems and trying to find answers, engaging constructively with the ideas of others and developing your own. It combines imagination and creativity (in coming up with potential solutions) with sharp critical reasoning (in evaluating the options through systematic logical argument). Philosophy is a distinctive discipline which subjects fundamental ideas and principles to critical scrutiny and carefully maps out the possible views on particular issues with care and precision. Over the course of the programme you'll grow intellectually and develop skills in reasoning, creative problem solving, and communication that have wide applicability outside the discipline.

The department offers a wide selection of modules covering topics from Ethics to Metaphysics, Aristotle to Nietzsche, Aesthetics to Logic, Philosophy of Christianity to Philosophy of Physics. (Specific modules will vary from year to year.) Our academic staff are committed to teaching: friendly and open, enthusiastic about discussing philosophy with students, and constantly exploring new ways to enrich the learning experience. Staff are active in research—developing new ideas and presenting them in journal articles and books—and their engagement with cutting-edge philosophical debates brings richness and excitement to lectures and seminars.

The programme is designed to introduce you to a wide range of debates and approaches and develop your skills and abilities step by step, supporting you as you face increasingly difficult intellectual challenges. In your first year, you'll sample the main areas of philosophy

and work on key skills: reading and reflecting on texts that address fascinating questions and mind- stretching puzzles; discussing ideas and laying out arguments; and sharpening your writing. In your second year, you'll develop breadth of knowledge and understanding in a number of key areas of philosophy, building up a stock of ideas and approaches you can apply to new problems, and you'll do more advanced work on writing, learning how to structure extended, in- depth discussions of difficult problems. In your third year, you'll take research-led modules, working alongside staff as they work on new ideas and try to tackle cutting-edge questions, and do your own independent work, investigating an issue or issues that fascinate you. You can do independent work either in Advanced Modules in summer term, or by choosing to write a dissertation. We have both short and long dissertation options.

Completing the programme successfully will equip you with a powerful range of skills and abilities, putting you in a position to think in a creative and systematic way about new problems, and communicate your ideas clearly and forcefully; it will also enrich your thinking and develop your sense of curiosity and wonder at the world and our place in it.

Work on your degree is designed to help you towards a range of 'Programme Learning Outcomes' (PLOs) specific to your degree programme. What does that mean? Simply that by the end of your degree, if you have participated fully, you should have certain skills and be able to do certain things. The Programme Learning Outcomes for single subject Philosophy are listed below; joint ('combined honours') degrees involving philosophy each have their own set of Programme Learning Outcomes, but since they involve substantial philosophy components these will contain at least some PLOs closely related to those for single subject Philosophy, especially the 'core' Philosophy PLOs 1 to 4.

By the end of the degree, single subject Philosophy students should be able to:

(1) **Understand and explain key problems, issues, and debates** across a wide range of areas of philosophy and its history—including some at the forefront of contemporary work—and communicate complex and difficult ideas in clear, precise, and accessible terms in a variety of formats

(2) **Develop and articulate ranges of alternative solutions to problems** and issues in an open- minded and imaginative way, and establish ways of making progress in answering questions even where it is unclear in the first instance how to proceed or what the standards for a good answer to the question might be

(3) **Develop and articulate systematic, logical arguments** for and against the alternative solutions considered in relation to a particular problem, subjecting key concepts and



principles to critical scrutiny and presenting the best case that can be made for each proposal

(4) **Make a measured judgement about what is the best view on a particular problem** and present a sustained line of argument in defence of this judgement based on careful consideration of what can be said for and against the proposed solutions

(5) **Work effectively and productively as a thinker and learner**, individually and in collaboration with others—planning and scheduling, seeking help where appropriate, initiating and pursuing projects, and working collaboratively with others in the pursuit of knowledge and understanding

(6) **Amend and develop their practice as thinkers and learners** in the light of critical reflection, advice, and feedback—identifying their strengths and weaknesses, and developing strategies for making improvements in performance

(7) **Demonstrate informed sensitivity to cultural and historical context** in interpreting and responding to the work and ideas of others

(8) **Critically engage with social, political, cultural, ethical, and value issues** to contribute to the solution of key contemporary problems by applying philosophical methods and insights

Joint degree students will develop similar abilities through the philosophy component of their degree programme.

## Programme structure

The following diagram shows the structure of the Single Honours Philosophy degree. For combined degrees, please consult the online Programme Specifications:

<https://www.york.ac.uk/students/studying/manage/programmes/programme-specs/undergraduate/>

### Stage 1

Autumn Term	Spring Term	Summer Term
Reason and Argument A (20 credits)	Ethics (20 credits)	Introduction to Ancient* Philosophy (10 credits)
Early Modern Philosophy (20 credits)	Knowledge and Perception (20 credits)	Metaphysics (10 credits)*
Beginning Philosophy (10 credits)		

## First Year Project (10 credits)\*

\* A Languages for All (LFA) module or some other elective (that is, a module from another department) can replace the First Year Project and one of the Summer Term modules.

### Stage 2

For students joining the programme in or before the 2018-19 academic year:

Autumn Term	Spring Term	Summer Term
Key Ideas module (20 credits)	Key Ideas module (20 credits)	
Key Ideas module (20 credits)	Key Ideas module (20 credits)	
A further 40 credits worth of modules made up of Stage 2 Philosophy modules, LFA modules or electives.		

### Stage 3

Autumn Term	Spring Term	Summer Term
Third year option (20 credits)	Third year option (20 credits)	Advanced module (10 credits)*
Third year option (20 credits)	Third year option (20 credits)	Advanced module (10 credits)*
A further 20 credits worth of modules made up of Third year option modules, Second year option modules**, LFA modules or electives.		

\*Students who choose to take the 40 credit Long Dissertation do not take the Advanced modules.

\*\*Second year option modules will not be available from 2021-22.

## Stages

An undergraduate programme of study is divided into a specified number of stages. Each stage is equivalent to a year of full-time study. You must satisfy the requirements for one stage of your programme before being able to progress to the next stage.

The first 'stage' of your programme (which is your first year, if you are full time) doesn't count towards your degree classification, but you do have to pass it to continue with your programme, and it will appear on your transcript.

When we calculate your degree classification, different stages will be weighted differently. More information on this can be found under 'Your final degree classification' in the 'Assessment, Progression and Award' section.

## Modules

Each stage is made up of modules. Each of the modules will have a credit value (e.g. 10

credits – 20 credits – etc.) and a ‘level’ which indicates the module’s level of difficulty (e.g. “C” for Certificate in first year, “I” for Intermediate and “H” for “Honours” in second and third years). One credit should mean about 10 hours of work either in class or independently. You will achieve the credit for a module by passing the module assessments. Modules are assessed by a range of methods which will result in a numerical module mark out of 100.

If you fail a module there are two possible ways in which you might still be able to pass your year and progress to the next level. These are compensation and reassessment, and are explained in more detail in the Assessment section below.

Modules and stages are also subject to credit-weighting. More information on this can be found in the ‘Credit-weighting’ section below.

Current module information is available [on our website](#) with information for module choices for the coming year made available in the year 2 and 3 module catalogues, which are published online early in the Spring Term.

You will be asked to choose your second and third-year modules in the Spring term of the previous year. Module choice lectures for current first- and second-year students will be scheduled in week 6 of the Spring term to explain the module choice process, For some popular modules, we must put a cap on numbers, so you will be asked to nominate second and third choices.

Modules are allocated using an algorithm to ensure that all students are allocated to at least some of their first choices. If you wish to take a Short or Long Dissertation in your third year, this is subject to approval by the Board of Studies in Philosophy. Your proposal would need to be submitted for approval in the term prior to the Dissertation taking place.

If you are taking a year abroad or placement year, you will need to make your module choices during your year away, so please keep an eye on your University email address for information about this.

If you would like to change any of your modules after you have made your initial choice, please discuss this with your supervisor in the first instance, before contacting Carol Dixon in the departmental office to make the change: [carol.dixon@york.ac.uk](mailto:carol.dixon@york.ac.uk) . Please note that late changes to module choices will be subject to timetabling constraints (the timetable is generated based on initial student choices). The absolute deadline for module changes is: 5pm Friday of the second week of teaching on a module, except in the Summer Term when it is Friday before the first week of teaching.

Some of our degree programmes allow you to take elective modules offered by other Departments. Consult the programme specification for your degree programme to find out whether electives are allowed (the 1st year Programme Handbook and 2nd and 3rd year Module Catalogues also summarise this information). [Details of elective modules offered by other departments can be found here](#), listed by department.

## Dissertation/Project

Dissertation options in Philosophy are available for students who wish to undertake guided independent study in an area outside of the range of the normal taught third-year modules. They are an excellent opportunity for students to pursue their own philosophical interests, under the academic guidance of a suitable member of staff. Dissertations are one or three term- long independent study modules taken in the final year. The short, one-term dissertation is assessed by a 4000-word essay; the long, three-term dissertation is assessed by a 3000-word outline and bibliography plus an 8000-word essay. Students wishing to take either of these options should approach their academic supervisor (or other suitable advisor) to discuss their ideas for a subject area. They should then identify an appropriate dissertation supervisor, whom they should approach for guidance in putting together a Dissertation proposal. Proposals will be considered by the Board of Studies in Philosophy on Wednesday of week 6 of the term before that in which the Dissertation is to commence. Students should therefore discuss and agree their proposal with their proposed dissertation supervisor, and submit their proposal by email to the Philosophy department ([philosophy@york.ac.uk](mailto:philosophy@york.ac.uk)) by 5pm on Friday week 5 of Summer term year 2 (for Autumn Term Dissertations), or Autumn term year 3 (for Spring term Dissertations), so that they can be considered at the week 6 meeting.

## Reading lists

A reading list for each module is available on its VLE site.

## Credit-weighting

Credit-weighting means that, in calculating your average stage mark, each module mark will be given more or less weighting in proportion to the volume of credit (i.e. workload) that is associated with it.

For further information on credit-weighting, including how you can use it to calculate your marks, consult the [Student Guide to the University's Rules for Progression and Award in Undergraduate Programmes](#).

Further information on calculating your final degree mark is available under 'Your final degree classification' in the 'Assessment, Progression and Award' section.

## Languages for All (LFA)

All single honours and some combined honours students are permitted to replace up to 20 credits of modules in each year with Languages for All options (please see the relevant combined honours programme specifications for details of LFA availability in combined degrees). You can find [details on taking Languages For All modules for credit as part of your degree here](#).

## Centre for Global Programmes

If you're interested in spending part of your studies abroad, or would like to make the most of your Summer Vacation, the University offers exciting opportunities to study, work or volunteer in countries across the world. We offer programmes abroad from two weeks to an academic year's duration and we can advise on bursaries which are available to eligible students. Most application deadlines will be during your first year and places are limited, so start thinking about this early and attend events run by the Centre for Global Programmes throughout the Autumn and Spring Terms.

[Visit Global You for further information, including the full range of opportunities and how to apply.](#)

Recent destinations for our students studying abroad include Peking University in Beijing, China; Aarhus University in Denmark; The Sorbonne in Paris, France; Humboldt University in Berlin, Germany; York University in Canada and Lund University in Sweden. [Read more about opportunities for Philosophy students to study abroad here.](#)

There are two different ways to spend an academic year abroad. First, you can transfer on to a four-year 'Philosophy with a year abroad' programme. Peking University has made a number of places available for students on this programme, or students can study at other Universities with which the department or the University has an exchange agreement, subject to availability. Alternatively, students can apply to spend the second year of their three-year programme abroad. If you are interested in either of these options, contact our International Officer, Dr. Fiora Salis (fiora.salis@york.ac.uk).

A [free Languages For International Mobility \(LFIM\) or Spotlight on LFIM course is available](#) to University of York students who register their interest in studying, working or volunteering

abroad through the Centre for Global Programmes.

## Problems with your programme

If you are having problems with your programme you should seek help and advice as soon as possible. In the first instance you may wish to talk to your supervisor.

[You can also find advice on the If things go wrong pages.](#)

If you are having any problems while studying at York which might affect your ability to complete assigned work, you may be eligible to make a claim of “Exceptional Circumstances affecting Assessment”. If successful, this would allow an adjustment to be made, such as an extension or further sit for the affected assessment. [Visit the Exceptional circumstances affecting assessment pages for more information.](#)

## Making a complaint

You can complain about your experience of a service you have received as a student within the University, whether academic or non-academic.

[For further information, visit the Appeals and complaints webpage.](#)

For information on academic appeals, see the Assessment section.

## Change your plan – absence, transferring or withdrawal

Most students progress routinely through their programme with no changes. However, if you do wish to or need to make changes you should discuss any problems or doubts you are experiencing with your supervisor in the first instance. We try to accommodate students who encounter changes or challenges and who may need to change their plan.

### Transferring to another programme of study

You may wish to **transfer to another programme of study** due to changing academic interests or because you want to change the structure of your degree programme. Transfers cannot be guaranteed, and are dependent on you meeting the academic requirements of the new programme and there being space on your preferred programme. Transfers usually happen during or at the end of the first year of study, but if you are considering transferring, you should speak to your supervisor as soon as possible.

### Leave of absence

**A leave of absence** allows a student to take an authorised break in their studies for a maximum of one calendar year in the first instance. This can be on a variety of grounds including medical or compassionate grounds.

## Withdrawal

**Withdrawal** is the term used when a student decides to leave the University permanently prior to completion of the award for which they are registered, whether for personal or academic reasons. Students who withdraw any time after the end of their first year are often eligible for recognition of their earlier achievements through the award of a Certificate or Diploma of Higher Education.

[Details about these options are available at the Change your plan webpage.](#)

For further support, visit Student Support in Market Square [or the Student Hub webpages](#).

Also see section on Assessment and Exceptional Circumstances affecting Assessment.

## Placement Year

Almost any student can apply to undertake a Placement Year. This offers you the chance to gain valuable work experience at a challenging level that will help prepare you for graduate jobs. There is an opportunity for you to pursue a Placement Year as part of your studies, receiving recognition within your degree title. This would be an additional year, which you would take between your second and third year of study and you would be supervised by the Careers and Placements team for the duration of this year.

### Benefits of a placement year:

- increase your confidence
- opportunity to fast track to a graduate job
- try out the day to day of your future career
- put your skills into practice
- strengthen your academic performance
- build up your professional network
- strengthen your commercial awareness

You will need to find and secure your own placement and we (Careers and Placements) can help you through the selection and approval process. [Full details about the Placement Year option can be found at here.](#)

### Key steps

Start your search early – placement roles are often advertised a year before the placement start date so start looking for opportunities from the Summer Vacation after your first year. Register for the Placement Year – register between 1 September and 21 January of your second year (please note, this does not guarantee approval onto the programme). Get your placement approved – once you have got a placement, complete the approval form by 31 May.

### Eligibility for the programme:

This programme is open to undergraduate and integrated masters students who are not already registered on a Year in Industry course.

If your department already offers a 'Year In Industry' option we recommend you explore that option first.



Students from the Department of Social Work and Social Care, and Hull York Medical School are not eligible for this programme.

# Teaching and Learning

## Studying at university

You are now part of a dynamic academic community that will encourage, challenge and support you to reach your full potential.

At university we expect you to take more responsibility for your own learning than before. This means being self-motivated and independent when it comes to your studies and your personal development. You will get out of your time at university what you put in. You will graduate into a world in which you will continually refresh and increase your knowledge. Our aim is to equip you as a life-long learner who can excel in this environment. We offer the support and the facilities you need to become **an independent learner who is equipped to succeed in a fulfilling career**. In return we expect you to attend your lectures and seminars, research and study your subject areas, work with fellow students as required and complete your assignments on time. We also expect you to approach your studies with enthusiasm and put in the effort to excel at your studies and master your subject.

Independent learning means that you are expected to do the work involved to prepare for lectures, seminars and tutorials and to produce assignments and undertake exams based on your studies. You will have world-class facilities and resources at your disposal, and fellow students with opinions and experience with whom you can share your thoughts and study experience. So make the most of your time and the opportunities available to you.

## Teaching methods

Studying Philosophy is primarily about *doing* Philosophy, not just passively absorbing information. The teaching process involves active participation from you. So, our teaching aims to get you reading, thinking, questioning, discussing, and writing Philosophy yourself. Before you can do Philosophy, you need to have some basic intellectual tools. Philosophy modules use various teaching methods to give you these tools: for example, lectures, reading lists and online content.

Once you have the tools, we aim to facilitate your doing Philosophy. Again, we have various ways of doing this. Chief among them are seminar discussions and written assignments. Seminars typically comprise 10-20 students. You will also engage in discussions in lectures and, on occasions, online discussion fora. All our taught modules have a VLE site, and members of staff post lecture slides, handouts, and recordings there, as well as providing links to library materials and resources for further study. Some modules make more significant use of the VLE. In particular, the first year 'Beginning Philosophy' module is

partially taught through an online VLE module, with online tests at various stages to test comprehension. All along the way we will help you develop your philosophical skills by giving you feedback, both in writing and orally. Tutors are also available for further discussion during their feedback and advice hours.

## Code of conduct – teaching sessions

You should remain respectful of your fellow students and teaching staff, and engage in discussions in the spirit of constructive debate. To ensure that you arrive at teaching sessions ready to participate constructively, please make sure that you have allowed sufficient time to do all your required reading and any other required preparation, and bring copies of your readings (and notes) with you. Seminar tutors reserve the right to send students away if they arrive to teaching sessions late or underprepared (without good reason).

## Attendance

You should attend all scheduled teaching sessions that we set for you. Regular attendance is vital to your progression through your degree programme and will help you become a well-rounded learner capable of achieving your full academic potential.

University Regulations state that you should be present at any time at which teaching or other academic engagements have been arranged for your programme (including Saturdays).

## Absence

If you must be absent at such a time you must consult your Supervisor who can permit an absence of no more than three days.

An absence of over three days, but no longer than four weeks, can be approved by your Chair of the Board of Studies. Any longer absence during a term which will be counted towards completion of your degree programme requires the approval of Special Cases Committee. See the information on taking a Leave of Absence in the 'Change Your Plan' section of 'Your Programme'.

If you stop turning up to scheduled teaching sessions without saying you are withdrawing and do not respond to our efforts to make contact with you within a specified time-scale, the Board of Studies will assume that you have withdrawn from your studies. [For further information on the decision process, visit the Students who wish to withdraw webpage.](#)

If you are unable to attend due to illness please see section below on Self certification. If you are having problems with completing your studies please see the section on Assessment - Exceptional Circumstances affecting Assessment.

Attendance in the Philosophy department is monitored in all seminars and sometimes in lectures. If a student misses, without reasonable explanation, three or more sessions at which attendance is recorded for a module, then they will be issued with a formal warning. If they do not respond to the formal warning they may be asked to attend an Academic Progress Panel meeting. Continued poor attendance without satisfactory explanation may be mentioned in references that we write for you and might even lead to the termination of enrolment.

## What if I am ill and cannot attend scheduled teaching sessions?

If you are unwell for up to seven consecutive days during term-time you should register your illness, either through your e:Vision account or by completing an 'illness self-certificate' form and forwarding it to Student Support Services.

For further info, including self-certification forms, see the University Handbook or [visit the Health and wellbeing page](#).

If your illness interferes with your ability to complete assessments, see the section on Exceptional Circumstances affecting Assessment under Assessment.

If you are unable to attend a seminar due to illness or other reasonable explanation, you should also email your seminar tutor to let them know. They will then record your absence as explained.

## Feedback on Learning and Assessment

'Feedback' at a University level can be understood as any part of the learning process which is designed to guide your progress through your degree programme by providing commentary on your work to date. We aim to help you to reflect on your own learning and help you feel clearer about your progress through clarifying what is expected of you in both formative and summative assessments.

The University guidelines for feedback are available in the Guide to Assessment Standards, Marking and Feedback.

### **Feedback on summative work**

For essays and essay style exams, written feedback is provided on a standardised form, usually within four weeks of submission. For short answer exams, written feedback is provided to the whole class, in addition to an opportunity for students to view their exam scripts and ask questions. Students are encouraged to discuss their feedback with the member of staff who provided it either during office hours or during dedicated meeting slots.

### **Feedback on formative work**

Written feedback is provided on formative work within two weeks of submission, usually on a standardised form. Students are encouraged to discuss their feedback with the member of staff who provided it either during office hours or during dedicated meeting slots. Sometimes, feedback on formative work may be provided verbally.

Engaging in discussions in seminars is also an excellent way to receive feedback from your tutors and fellow students.

## **What do I need to do to get a good degree?**

The Student Guide to Rules for Progression and Award in Undergraduate Programmes clarifies what we mean by 'academic progress'. They explain what you need to do to progress through your degree programme and how you can calculate your current classification marks along the way. [See the Assessment and examination page.](#)

## **What happens if I fail a module?**

There are two possible ways in which you may still be able to pass your year and progress to the next level.

### **Compensation**

For modules at an undergraduate level, in levels 4, 5 and 6, the pass mark for module assessments is 40. However, in any year other than your final year if your mark for a module is in the 30 – 39 range, you may still be able to get the credits for the module if your performance in other modules is good enough to compensate. In other words, 'marginal' failure in some modules may be compensated by achievement in others. In your final year, the same principle can apply as long as your mark in a module is at least 10.

### **Reassessment**

If you get a module mark below the level at which it can be compensated, or if you have too many modules with failing marks to be allowed to compensate them all, you will have to be reassessed. However, there is a limit to the number of credits in which you can be

reassessed. If you get a mark between 30 and 39 (or 40 and 49 for Masters-level modules) and you are not eligible for compensation, you may also need to be reassessed in those modules.

If you need to be reassessed to pass a module, it is important to note that it will be your mark on your original attempt that will be used to calculate your degree classification. We will not use your re-sit mark.

Please note that not all modules can be reassessed or compensated.

For further information on compensation and reassessment, see the [Student Guide to the University's Rules for Progression and Award in Undergraduate Programmes](#).

## Academic integrity

Academic integrity represents a set of values and behaviours which members of the academic community abide by. To be a trusted member of this academic community you must understand and demonstrate academic integrity in your studies and the work you produce. Such values include honesty, trust, fairness, respect and responsibility.

## Online Academic Integrity Tutorial

This module will take you through key principles around integrity and how to avoid things like plagiarism and collusion.

You are required to successfully complete the University Online Academic Integrity Tutorial within your first year, preferably within your first term to progress smoothly onto your next term (i.e. receive 100% on the three tests included in the tutorial). The tutorial can be found on the VLE; [more information is on the Academic integrity webpage](#).

If you have any questions about this, ask your supervisor or contact [The Integrity Office](#).

## Referencing

We prefer you to use the 'Harvard' or 'MLA' referencing systems, which are explained in the Beginning Philosophy VLE module.

If you do not uphold the values and conventions of academic integrity, you may be subject to the University's academic misconduct procedures.

## Academic misconduct

Academic misconduct means breaking the rules of academic integrity and this is why we regard any form of academic misconduct as a very serious offence.

[For a list of what the University considers as academic misconduct, and the policy covering misconduct visit this guide.](#)

## Turnitin

Turnitin is a text-matching software designed to help students integrate material into assignments correctly. All students can access and use Turnitin themselves if they have completed the required Turnitin training workshop. You can either complete the online Turnitin tutorial in your VLE or you can sign up to attend one of the weekly open workshops to learn what the system is and how you can use it. [For more information visit the Academic Integrity page.](#)

## Study skills and support

### Departmental study support

Your online 'Beginning Philosophy' module includes a large collection of study resources to help you develop the requisite skills for studying philosophy, and will be available for consultation on the VLE throughout your degree programme at York.

Two guides to 'Writing Excellence in Philosophy' are made available to all students and form the basis of writing activities in first year seminars.

The VLE module 'Understanding our Marking Criteria' explains our marking criteria for essays.

Any additional study-skills sessions such as essay-writing refresher sessions will be advertised during the academic year.

Please see your supervisor or module leader in office hours if you are struggling with studying philosophy.

### Managing your workload through independent study

Teaching at York is done by academic experts who will introduce you to academic subject areas, key concepts and outline your learning objectives. You are responsible for researching, studying and managing your own learning.

You will need to plan your time carefully and be aware of timescales and deadlines for assessments, projects and exams.

We know that adjusting to new ways of working and having to produce work at this level in accordance with the many academic rules and regulations can be daunting. However, your tutors and your supervisors are there to help and we have further support in place through the Student Skills Hub to help you gain any additional skills you might need with your maths, academic writing, referencing, IT skills and languages. See the section below on the Student Skills Hub.

You will find that you have about three to seven hours per week of scheduled teaching in philosophy, depending on your particular degree combination. This may not seem like very



much but each teaching (or 'contact') hour should be backed up by significant periods of private study, such as reading, note taking and essay preparation. You will find that you get more out of seminars and lectures the more reading and thinking you do in advance, and the more time you set aside after lectures and seminars for consolidating your notes. For a sense of how much private study is expected for a given module, look at the credit weighting of the module. 1 credit = 10 hours of study time (including classroom time and independent study). So, for a 10-credit module, which will typically involve around 15 compulsory scheduled contact hours), you should be spending up to a further 85 hours of your time on independent study, office hour attendance, or assessment preparation, spread over term time and in vacations (when you will often be working on essays or exam revision).

Use your private study time carefully and systematically; read and think hard about the topics studied but also record your ideas in writing, building up structured notes on these topics. This will help your understanding (you may think you understand a topic, but try writing about it...) and of course it is good preparation for writing essays and examinations. Make use of your lecturers' weekly office hours to discuss the material you have been consulting in your private study, and to seek suggestions for further reading when you find topics that you are particularly keen to pursue. 'Private' study time does not always mean solitary study. Informal study groups with fellow students can provide an excellent way of grappling with topics outside of your formal contact hours.

## Online resources – IT facilities, VLE and others

There are computer rooms across the campus available for student use, and the Department Foyer in Sally Baldwin A has Wi-Fi access and a laptop bar if you would like to bring your own laptop to work there.

We will usually communicate with you via e-mail to your university account, so check that account regularly. We also expect students to make full use of the online teaching materials on the VLE (including the Preparing to Study site and the compulsory and optional material in the online 'Beginning Philosophy' module). Some courses are delivered in part online, and all are supported by [online materials on the VLE](#).

We expect student essays to be word-processed, and summative essays for all modules are submitted online via the VLE (instructions will be provided). Some modules also use e-submission (via the VLE or, occasionally, email) for formative work – your module convenor will let you know how they would prefer you to submit your formative work.

For information on the facilities and services IT Services provides, consult your University handbook [or visit the IT Services page](#).

## Library

[For an introduction to using the University Library and its resources, visit the Information for new students page.](#)

This includes, amongst others, information on using the library catalogue, your library account, online induction resources and opening hours.

Your online reading lists are designed to help you get started with reading for your module. Your lecturer might have structured your lists by topic or by week to help you navigate them more easily, and you'll find that items are tagged as essential, recommended or background so that you know which to read first.

The online system provides information about where items are in the Library and it also tells you if books are out on loan. If we have electronic resources they will link directly to the reading so it is really easy for you to access it. [For more information visit the Reading List pages.](#)

For general help, contact the Library Help Desk in the JB Morrell Library.

- Email: [lib-enquiry@york.ac.uk](mailto:lib-enquiry@york.ac.uk)
- Tel: +44 (0)1904 323838

Your Academic Liaison Librarians are Kirsty Whitehead, Olivia Else and Dave Curtis. They can help you to search effectively for resources, understand how to use and evaluate these and how to reference your work correctly. They can be contacted at [lib-philosophy@york.ac.uk](mailto:lib-philosophy@york.ac.uk). Further details on your Academic Liaison Librarian and your subject guide can be found [here](#).

You can also search #UoYTips across social media for more advice and tips on using the Library and IT.

## Study Skills

The '[Skills to succeed in your studies](#)' webpage enables you to see and access a range of helpful Centres and resources which are available to the whole university community. These resources will be at your disposal throughout your studies:

- The Writing Centre - for planning academic work and discussing academic writing
- The Maths Skills Centre - for discussing issues with mathematics, statistics and numeracy skills
- The Library - for addressing information skills and accessing research materials
- IT skills - for solving IT issues and developing more advanced IT capabilities
- Language skills - for further developing academic English language and engaging with other languages
- Transferable skills - for working in teams, presenting to audiences and other employability skills

[For further information, visit the Develop your skills to support your study webpages.](#)

## Languages for All (LFA)

If you want to brush up on your language skills or take up a new language, Languages for All runs classes every term to help you do just that.

During your time as an undergraduate at York, you'll have an exciting opportunity to learn a foreign language. [For further details including how to register, visit the Languages for All webpage.](#)

## Accessibility and disability support

Disability Services can provide support, advice and guidance for those with a diagnosed disability, including: dyslexia and specific learning difficulties; Asperger's syndrome; visual and hearing impairment; physical/medical impairments amongst others. All students with disabilities are encouraged to contact them to discuss meeting your individual needs.

Please let the department know as soon as possible if you have a disability and may require support. You can discuss this with your supervisor.

[For further information, visit the Disability Support webpages.](#)

You may also require individual arrangements for formal examinations. See the information provided on formal examinations in the Assessment section for further information.

The Department's Disability Officer is Christian Piller.

As there is, unfortunately, no lift in Sally Baldwin A, if you need to meet in person with a member of staff whose office is upstairs, please ask at the Philosophy Main Office, and a meeting space can be arranged downstairs in an accessible room.

## Prizes, bursaries and scholarships (if available)

We award the following prizes based on performance:

**J L Mackie First Year Prize** - £100 awarded to the Single Honours student with the best performance overall in Philosophy modules.

**Francis Matthews Logic Prize** - £150 awarded to the student with the best performance on the exam component of the Year 1 Reason & Argument module.

**Marie McGinn Second Year Prize** - £100 awarded to the student with the best performance in a minimum of 60 credits of Philosophy modules.

For further information on financial support: bursaries and scholarships offered by the University, see the website.

## Activities and societies

There are many opportunities at York to get involved with societies and extra-curricular activities both related and unrelated to your course.

Philosophy students are particularly encouraged to seek out [the Philosophy Society \(PhilSoc\)](#) and to attend the events organised by PhilSoc and/or the philosophy department. For details of upcoming departmental events and news about the department keep an eye on our [Events webpage](#) and follow us on [Facebook](#) and [Twitter](#).

[Visit YUSU for a full list of societies and activities provided by YUSU.](#)

# Assessment, progression and award

## Guide to assessment

The University's guide to Assessment Standards, Marking and Feedback contains the University's formal procedures relating to the conduct of assessment. It provides clear and detailed information on each aspect of student assessment and is a useful resource if you want to know more about how your work is assessed.

[For further information, visit the Guide to Assessment webpage.](#)

## Assessment methods

You will encounter two types of assessment during your time at University: formative and summative.

**Formative assessment** is there to help you develop. While it does not contribute to your final degree mark, it will help you to learn more effectively – you will be provided with feedback which will help you to review and improve your performance.

**Summative assessment** indicates the extent of your success in meeting the assessment criteria and how well you have fulfilled the learning outcomes of a particular module or programme. The marks from this type of assessment will contribute to your final degree result or towards progression decisions.

Other forms of assessment may also be used. For example, Beginning Philosophy is partly assessed by online test, the First Year Project is assessed by poster and poster presentation and for Engaging Philosophy 2 we assess a podcast which you produce in a small group.

## Formal examination requirements

For information on the University's formal examination requirements, consult your University handbook [or visit the Assessment and Examination webpages.](#)

Individual examination arrangements may be approved for students who are unable to sit formal University examination conditions as a result of a disability or other condition. It is important to note that such arrangements must be in place at least six weeks prior to the exam in question, so it is essential that students requiring individual arrangements contact Disability Services as soon as possible to ensure that adjustments can be made. [For more information visit the Step by step guide to requesting individual arrangements.](#)

## Assessment format and submission of work

The Department has rules about submitting written work which you must follow. These are to help us mark and give feedback on the work, to ensure fairness, and to prevent cheating. Full details are available in the Department's [Assessment Policies and Practices Guide](#).

If you have questions about how to submit your work, please contact the Undergraduate Assessment Administrator (Karen Norris: karen.norris@york.ac.uk ).

Summative Essays are submitted online via the VLE (you will receive instructions as to how to do this). Your essays must be presented as follows:

- Examination number and word count on the top right of the first page. (IMPORTANT: the word count must include ALL text, except for the bibliography. All Philosophy work which declares a word count over the maximum permitted number of words WILL be penalised.
  - Word-processed in a .doc, .docx or .pdf file (max size 34MB) in A4 format, double spaced with a 12pt font (preferably Arial or similar) with one inch margins and numbered pages
  - Footnotes (no endnotes)
  - Harvard or MLA style referencing in the body of the text (not in footnotes), with all quotations from, or uses of, other writers' work properly referenced, including page numbers. An online guide to both reference styles is available at: <http://www.york.ac.uk/integrity/>.
- Full bibliography at the end
  - The candidates name or any other identifying information should not appear anywhere on the essay - candidates should be identified only by their candidate 'Y' number
  - Essays do not need to include an abstract; if you do include an abstract, you must include it in your word count.

You can find the [deadlines for your written work online](#), and you must meet them (make sure you know the time as well as the date of the deadline). With online submission, your essay is precisely date stamped at the time of submission, and any submission after the stated deadline time – usually 12.00.00 noon – will be marked as late and receive a late penalty in accordance with the University's rules, unless exceptional circumstances have been granted. With this in mind, it is important to give yourself ample time to complete the online submission process before the noon deadline – if your essay is even a few seconds late this will be recorded in our systems as a late submission and automatically subjected to the University's lateness penalties.

If you have problems which might prevent you submitting on time, contact your supervisor and/or the Assessments Administrator (Karen Norris: karen.norris@york.ac.uk ) before the deadline. In certain medical or compassionate circumstances, we are permitted to agree a deadline extension, but you must let us know, and you must provide evidence of the circumstances that are preventing you from submitting (e.g. a doctor's note). We are not permitted to grant extensions for reasons such as computer breakdown (do make sure to back up your work regularly), late nights, sporting fixtures, forgetfulness, or holidays. Late penalties are applied by reducing the mark for summative work that is submitted late without an agreed extension, in accordance with the University's requirements. For details see the 'Penalties' section below.

If you declare a word count which exceeds the word limit you will also be penalized (see 'Penalties' section below). If we think that the word count is inaccurate, we will check your essay; in addition, we may select some essays for random checking.

## Penalties

Knowing how to manage your time, write succinctly and provide a complete and comprehensive piece of work to a strict deadline are skills you will develop at university. In the interests of fairness, transparency and to be equitable we have strict rules around deadlines and the quality or quantity of work submitted, and have clear penalties where these rules are not followed.

All work submitted late, without an approved claim of Exceptional Circumstances affecting Assessment, will have ten percent of the available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays, e.g. if work is awarded a mark of 30 out of 50, and the work is up to one day late, the final mark is 25.

After five days, the work is marked at zero. The penalty cannot result in a mark less than zero.

Submitted	Penalty
1 day	10% deducted from mark
2 days	20% deducted from mark
3 days	30% deducted from mark
4 days	40% deducted from mark
5 days	50% deducted from mark
Over 5 days	Work marked at zero

In addition to the University's standard lateness penalties, the Department of Philosophy applies penalties for exceeding the upper word length for assessed essays. These penalties are as follows:

Over-run of	Penalty
≤10% of the upper word limit	5% deducted from mark
10-20% of the upper word limit	10% deducted from mark
20-30% of the upper word limit	15% deducted from mark
30-40% of the upper word limit	20% deducted from mark
40-50% of the upper word limit	25% deducted from mark

## Failure to submit

If you, with no approved claim of Exceptional Circumstances Affecting Assessment, fail to submit an assessment by the deadline after five days or fail to attend an examination, a mark of zero will be awarded. You may be given the opportunity for reassessment – see the Feedback on Learning and Assessment section on page 19. However, the zero will be used to calculate your degree classification, and if the examination or assessment missed is already a re-sit or re-assessment to redeem an initial failure, no further re-assessment opportunities will be available without proof of exceptional circumstances.



If you are struggling to meet deadlines, submit a piece of work or will miss an exam due to personal circumstances you will need to inform the University as soon as possible and apply for Exceptional Circumstances Affecting Assessment – See section on Exceptional Circumstances Affecting Assessment.

## How is my work marked?

A full description of our marking procedures including our marking criteria is available to [download as a pdf from our undergraduate assessment pages](#).

To help you to understand our marking criteria and how we mark your work, we have also created an online module on the VLE called 'Understanding our Marking Criteria'. You are encouraged to work through this in your own time.

## Resits, repeats and readmission

If you make a successful claim that an assessment is affected by medical or compassionate circumstances; you may be permitted to sit the assessment again 'as if for the first time'. This means that the original attempt will not be considered for progression decisions or your degree classification.

Students who fail the first year may be allowed to repeat the year. Students in other years are not normally allowed to repeat any part of the teaching on their programme. Repeat study will only be considered in cases where a student can show that they had truly exceptional circumstances which did not allow them to benefit from the teaching on their first attempt, and that there was good reason why the student could not have informed the University of the circumstances at the time

[For further information, visit the Resits, repeats and readmission webpage](#).

You will need to submit evidence of mitigating circumstances to qualify for resits and repeats. See 'Exceptional Circumstances Affecting Assessment'.

## Programme extensions and termination

A programme extension can be recommended where a student cannot complete the programme within a normal timescale because of exceptional circumstances. If you find yourself in this situation, talk to your supervisor.

If you are academically unsatisfactory the Board of Studies can recommend that your

programme is ended before its normal end date. This may be due to reasons such as poor attendance (without good reason) or through having failed so much of the programme that it is no longer possible to graduate.

[Further information can be found at the Programme termination, extensions and transfers webpage.](#)

Also, see 'Exceptional Circumstances Affecting Assessment' for any other circumstances which may affect you undertaking any assessments.

## Exceptional Circumstances Affecting Assessment

If circumstances in your life significantly affect you undertaking any assessments (including examinations) then you can submit a claim of Exceptional Circumstances Affecting Assessment to the department. To find out how to submit an application for exceptional circumstances, or to see what kinds of circumstances would normally be accepted or not accepted, visit: [york.ac.uk/students/studying/progress/exceptional-circumstances/](http://york.ac.uk/students/studying/progress/exceptional-circumstances/)

If your claim is successful, and the committee accepts that your assessment was significantly affected by your circumstances you will usually be given an opportunity to take the assessment again as if for the first time. If it is an open assessment then you may be given an extension. Grades will never be altered without a further attempt at the assessment, and work will not be re-marked, although you may be allowed to re-submit it following revisions.

**Please note:** it is very important that you submit your case for Exceptional Circumstances Affecting Assessment as soon as possible, preferably **BEFORE** the assessment which you believe may have been affected.

[For a full list of documents and policy information visit the Exceptional circumstances affecting assessment webpage.](#)

## Making an appeal

You can appeal against a procedural error in arriving at an academic decision or on the basis of Exceptional Circumstances Affecting Assessment that, for good reason, you did not declare at the time of the assessment (see above) or a procedural irregularity in the assessment.

However, you cannot appeal against an academic judgement of your work (this is the marker's opinion).

[For further details on both terms and how to appeal, visit the Appeals and complaints webpage.](#)

Assistance with appeals and representation at hearings is also available through the [Students' Union Advice and Support Centre](#). All communication is confidential and free.

For information on making a complaint, see the 'You and the department' section.

## External examiners

The external examiner for philosophy undergraduate degrees is Dr. Lee Walters (Southampton).

It is inappropriate to make direct contact with external examiners, in particular regarding your performance in assessments. If you have any issues or concerns you can register these through appeal (see below) or complaint (see above under Your Department).

The purpose of the external examiner is to review our programme content and assessment practices, to ensure fairness and assure the quality of our degree awards. The examiner reviews samples of student work and attends meetings of the Board of Examiners to confirm fairness and consistency in decision-making processes. The external examiner produces a written report annually reviewing the year's assessment arrangements, commenting on the integrity of the assessment process and the standard of student attainment. The Board of Studies is asked to respond to any issues raised by the external examiner as part of its Annual Programme Review (attended by course reps) in the following Autumn term.

## Your final degree classification

The University applies the following mark scale to undergraduate work:

- First-class Honours: 70-100
- Upper second-class Honours: 60-69
- Lower second-class Honours: 50-59
- Third-class Honours: 40-49
- Fail: 0-39

A different mark scale is used for masters-level modules, including any taken as part of an undergraduate programme. The pass mark for masters-level modules is 50. If you are on an Integrated Masters programme, you will have to undertake some masters-level modules in the later stages of your programme. Some modules at this level may also be available as options in some Bachelor's programmes. You should be aware of the higher level and pass

mark for such modules when deciding whether to take them as options.

For information on calculating your degree classification, see the [Student Guide to the University's Rules for Progression and Award in Undergraduate Programmes](#).

The Criteria for first with distinction in Philosophy single honours is a rounded credit weighted mean of 75 or above.

# Personal development and employability

## Careers

We're committed to supporting our students' career development. York Futures, our employability initiative, will enable you to build a portfolio of valuable experience and skills during your time at York that could help you secure that dream job. Starting in your first year, our unique York Strengths Programme will help you make sense of what you can offer to employers.

We'll support you to identify your personal qualities, understand your options, and make plans for moving towards a career in which you'll thrive. We also organise activities from careers fairs to leadership-building exercises to ensure you progress with a competitive edge.

An Employability Manager and Careers Consultant from the Careers and Placements team works with each Department to support you with:

- 1-2-1 advice and guidance
- CV reviews
- Mock interviews
- Exploring ideas
- Finding work experience - volunteering, paid internships, placement year, enterprise
- Events with employers

Studying Philosophy develops skills highly sought after by employers, such as analytical and critical thinking, the ability to construct a coherent argument and defend it, the power to grasp complex ideas, and the creative use of the imagination in coming up with alternative possibilities and scenarios.

Our Philosophy graduates have gone on to a very wide range of careers including:

- Central and local government
- Charities
- Finance
- IT management
- Media
- Private sector management

The department works with Careers and Placements to provide Department-specific advice and events. In 2019-20 our departmental Careers Officer is Dr. Fiora Salis.

